

PR600-Procurement Action Management Screen (People and Document View)

Introduction

This procedure describes how requisitions that are forwarded to a contracting office are assigned to individual buyers. In CSPS, requisitions are received within the contracting office by "Expeditors". Expeditors are individuals who review incoming documents for sufficiency and/or basic completeness and then assign the documents to buyers. Expeditors review and assign requisitions via the CSPS "Procurement Action Management Screen" (PR600).

Field Name	Description	Attributes	Derivation Source	Query Field	Mapping
BUYERS AND CONTRACTING OFFICERS	This list box indicates the contracting office two digit code, acronym and name. The system defaults to the primary contracting office for the expeditor.	Derived	System generated from PR601	N	N
CONTRACT OFFICERS	This list box displays all assigned contracting officers within the listed contracting office.	Derived	System generated from PR601	N	N

Field Name	Description	Attributes	Derivation Source	Query Field	Mapping
ITEMS	This field lists the number of line items assigned to the contracting officer and all buyers under that officer.	Derived	System generated	N	N
BUYERS	This list box displays all buyers assigned to a selected contract officer.	Derived	System generated from PR601	N	N
ITEMS	This field lists the number of line items assigned to the corresponding buyer.	Derived	System generated	N	N
PROCUREMENT REQUESTS:					
COC	This field lists the COC (Contracting office code) entered on the requisition.	Derived	System generated from FM030	Y	N
REQ NO	This list box displays all requisition numbers which have been created and fully approved.	Derived	System generated from FM030	Y	N
A	This check box displays a check if the related requisition is completely approved.	Derived	System generated from FM030	N	N
ITM	This field lists the total number of line items on the requisition. Note: This field is only displayed when the "Document" radio button is clicked.	Derived	System generated from FM030	Y	N
ASN	This field lists the number of requisition line items which have been assigned to a buyer. Note: this field is only displayed when the "Document" radio button is clicked.	Derived	System generated from FM030	Y	N
RFQ	This field lists the number of the requisition's line items which were assigned to an RFQ (Request for quote).	Derived	System generated from PR602	Y	N
PO	This field lists the number of purchase orders created from the requisition.	Derived	System generated	Y	N

Field Name	Description	Attributes	Derivation Source	Query Field	Mapping
ACTION LIST	This is a drop down box which contains various query criteria. Selecting one the options lists only documents of that criteria.	Derived	System generated	N	N
LIGHTNING BOLT	Selecting this pushbutton will execute the last selection made from the action list.	Pushbutton	N/A	N/A	N/A
PEOPLE	Selecting this radio button displays the listing of contract officers and buyers. Note: Selecting this radio button will change the view of the PR600.	Derived	System generated	N	N
OFFICE	Selecting this radio button displays all contracting offices. When this radio button is active, the listing of contract officers and buyers disappear. Note: Selecting this radio button will change the view of the PR600.	Derived	System generated	N	N
ASSIGN	Selecting this pushbutton assigns a selected requisition/line item(s) to a selected buyer.	Pushbutton	N/A	N/A	N/A
RESET	Selecting this pushbutton returns the screen to the initial appearance of the PR600.	Pushbutton	N/A	N/A	N/A
DOCUMENT	Selecting this radio button displays each requisition as a unit, not broken down by line item. Note: Selecting this radio button will change the view of the PR600.	Derived	System generated	N	N

Field Name	Description	Attributes	Derivation Source	Query Field	Mapping
LINE ITEMS	Selecting this radio button displays all line items in each requisition. Note: Further detail is shown on page 5. Note: Selecting this radio button will change the view of the PR600.	Derived	System generated	N	N

PR600-Procurement Action Management Screen (Office and Line Item View)

The screenshot displays the 'Procurement Action Management Screen (PR600)' with two main sections: 'CONTRACTING OFFICES' and 'LINE ITEMS'.

CONTRACTING OFFICES

CODE	ACRONYM	NAME
AA	AMD	SIMPLIFIED ACQUISITIONS BRANC
DS	OPS	OPERATIONS SUPPORT BRANCH
XX	NONE	NO CONTRACTING OFFICE ASSIGN
DD	SMPUR	NOAA
MM	M&M	M&M TEST CONTRACTING OFFICI

LINE ITEMS

REQ NO	DETAIL	BUYER	RFQ	PO NO
123-0-0	1-\$100	NONE	NONE	NONE
123-0-0	2-\$400	NONE	NONE	NONE
118-0-0	1-\$100	NONE	NONE	NONE
117-0-0	1-\$100	NONE	NONE	NONE
111-0-0	1-\$100	NONE	NONE	NONE
111-0-0	2-\$400	NONE	NONE	NONE

ACTION LIST **OFFICER** **BUYER**

Unassigned - CO ALL ALL

☐ PEOPLE ☒ OFFICE ☐ DOCUMENT ☒ LINE ITEMS

Field Name	Description	Attributes	Derivation Source	Query Field	Mapping
CONTRACTING OFFICES	This list box indicates the contracting office two digit code, acronym and name. The system defaults to the primary contracting office for the expediter.	Derived	System generated from PR601	Y	N
LINE ITEMS:					
REQ NO	<p>This list box displays all requisition numbers which have been created.</p> <p>Note: When the "Action list" is set to "Unassigned", only requisitions which have been fully approved appear under the this list box.</p>	Derived	System generated from FM030	Y	N

Field Name	Description	Attributes	Derivation Source	Query Field	Mapping
DETAIL	This field lists a line item on a requisition and the associated price of the line item.	Derived	System generated	Y	N
BUYER	This field lists the buyer who has been assigned to process the requisition/line item(s). Note: If a buyer is not yet assigned, the field defaults to "None".	Derived	System generated	Y	N
RFQ	This field lists the RFQ number assigned to the requisition/line item(s) Note: If this document does not have an RFQ, the field defaults to "None".	Derived	System generated	Y	N
PO NO	This field lists the purchase order number associated with the requisition line item(s). Note: If the line item has not been processed yet, the field defaults to "None".	Derived	System generated from FM041	Y	N
ACTION LIST	This is a drop down box which contains various query criteria. Selecting one the options lists only documents of that criteria.	Derived	System generated	N	N
LIGHTENING BOLT	Selecting this pushbutton will execute the last selection made from the action list.	Pushbutton	N/A	N/A	N/A
OFFICER	This field displays the name of a selected contract officer. Note: Inputting a name in this field narrows the results of the "Action List" to contain only documents assigned to the selected contracting officer.	Optional. This field contains an LOV.	System generated from PR601	N	N

Field Name	Description	Attributes	Derivation Source	Query Field	Mapping
BUYER	<p>This field displays the name of a selected buyer.</p> <p>Note: Inputting a name in this field narrows the results of the "Action List" to contain only documents assigned to the selected buyer.</p>	Optional. This field contains an LOV.	System generated from PR601	N	N
PEOPLE	Selecting this radio button displays the list boxes of contract officers and buyers.	Derived	System generated	N	N
OFFICE	Selecting this radio button displays all contracting offices. When this radio button is active, the listing of contract officers and buyers disappear.	Derived	System generated	N	N
ASSIGN	Selecting this pushbutton assigns a selected requisition/line item(s) to a selected buyer.	Pushbutton	N/A	N/A	N/A
RESET	Selecting this pushbutton returns the screen to the initial appearance of the PR600.	Pushbutton	N/A	N/A	N/A
DOCUMENT	Selecting this radio button displays each requisition as a unit, not broken down by line item.	Derived	System generated	N	N
LINE ITEMS	Selecting this radio button displays all line items in each requisition.	Derived	System generated	N	N